

Chromebook, Computer Network, and Internet Access Agreement

Internet access (The System) at the Williamsfield Public Library District (WPLD) is designed to support and enhance patrons' use of the library facility. Use of The System by patrons must be consistent with the goals of the WPLD, as iterated in its Mission Statement. It is the policy of the WPLD Board of Directors that all its electronic facilities are to be used in a responsible, efficient, ethical, and legal manner. All who use the system, by accessing it, agree to abide by the terms below, and further agree to report to the Librarian infractions committed by others. All System users must abide by the provisions below.

- A. Any use of The System for or in support of illegal activities will be reported to the authorities.
- B. These rules may be supplemented at any time at the discretion of the Board of Directors or Librarian. Any supplemental rules will immediately be binding upon network users.
- C. Inappropriate use may result in disruption or cancellation of user privileges.

For those using WPLD Chromebooks:

- i. Patrons may check out one of the WPLD's Chromebooks for use *in the Library*. No Chromebook may be taken from the library building at any time. A valid ID must be given in exchange for the Chromebook loan.
- ii. Chromebook loans will be for no longer than two hours.
- iii. Any patron using a Chromebook must use or create his/her own Google account (which is free) and may not use the computer anonymously or as a "guest."
- iv. Patrons shall not download software or apps without the express consent of the Librarian. Generally, this will not be allowed.
- v. No attempt will be made by the patron to delete cookies, caches, or browsing histories.
- vi. Patrons may not save material to any Chromebook but must save it to the Google "cloud," which is the default, and is available for free with the creation of a Google account.

All Users of The System (Library Chromebooks or personal devices) agree to:

- a. Use Wi-Fi on personal devices only after logging in, using the automatic log-in screen that will pop-up on all personal devices. (Log-ins are valid for one hour but may be renewed.)
- b. Make no attempt to visit inappropriate websites, which especially includes pornographic or hate sites.
- c. Save work only to the patron's device or the cloud and make no attempt to use The System to save any material whatsoever.
- d. Pay any charges incurred by use of The System.
- e. Make no attempt to print any material without the express consent of the Librarian or the staff member on duty. Prints will be charged 10¢ per side, black & white; 25¢ for color.
- f. Disclose to the system manager any use of The System contrary to this agreement.
- g. Not access any content that takes up large amounts of The System's bandwidth (examples: streaming music or, especially, video).
- h. Make no attempt to work around The System's filtering software.
- i. Regarding **Email** at the WPLD:
 - i. No wpld.org accounts will be created, therefore,
 - ii. Patrons must use their own, outside Email accounts.
 - iii. No mass Emailings or spam Emails may originate from The System.
 - iv. No anonymous Emails shall be sent.
 - iv. Sending commercial Emails should occur only in emergencies.
- j. Regarding the use of **social media** at the WPLD:
 - i. No negative or incendiary postings shall originate from the The System.
 - ii. No anonymous postings likewise.
 - iii. No imagery originating from the WPLD shall contain inappropriate content.

**Failure to use The System as delineated above shall result
in the patron's immediate suspension from all electronic access.**

GENERAL DISCLAIMER

On a global network, it is virtually impossible to control all access. However, through a filtering and monitoring system, the WPLD has taken all possible precautions to restrict access to inappropriate materials, and protect patrons from exposure to such content and the library from those intent on abusing The System.

The Williamsfield Public Library District makes no warranties, either expressed or implied, for the service it provides. The WPLD will not be responsible for any damage suffered by users of the system. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the errors or omissions of others. Use of any information obtained via the Internet is at the user's risk. The WPLD specifically denies any responsibility for the accuracy or quality of information obtained through its Internet services.

The user agrees to repay the WPLD for any losses, of either equipment or software as a result of damage, including reasonable attorney fees incurred by the Library District relating to, or arising out of, any breach of this authorization. The WPLD is not responsible for charges incurred by users of The System.